

PATRICK D. LANDS,  
Plaintiff,

CITY OF RALEIGH,  
Defendant.

**DECLARATION OF WILLIAM E.  
NORDSTROM**  
*(28 U.S.C. § 1746)*

1. I am the Accreditation Sergeant in the Chief's Office for the City of Raleigh Police Department. I am over eighteen (18) years of age, and the information contained in this declaration is based on my personal knowledge.

2. As part of my responsibilities in my role as an Accreditation Sergeant, I am responsible for developing, updating and maintaining Raleigh Police Department policies, known as Departmental Operating Instructions, for compliance with national and state professional law enforcement standards. I am also responsible for assisting other divisions in the planning and coordination of approval of Departmental Operating Instructions.

3. All Departmental Operating Instructions are submitted by the Chief of Raleigh Police Department to the Raleigh City Manager, or her designee, for approval. The Departmental Operating Instructions do not become effective until they receive approval from the City Manager or her designee.

4. On February 21, 2014, City Manager Ruffin C. Hall approved Departmental Operating Instruction 1100-01, Executive Policies, which remains effective as of the date of this

Declaration. Exhibit 1 is a genuine copy of Departmental Operating Instruction 1100-01.

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5. On April 14, 2014, City Manager Ruffin C. Hall approved Departmental Operating Instruction 1104-07, Sick Leave, which remains effective as of the date of this Declaration. Exhibit 2 is a genuine Departmental Operating Instruction 1104-07. Exhibit 2 is a genuine copy of Departmental Operating Instruction 1104-07.

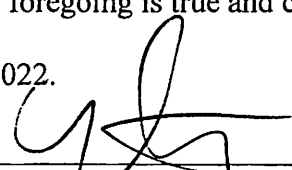
6. On March 16, 2010, City Manager J. Russell Allen approved Departmental Operating Instruction 1106-07, Secondary Employment, which remained effective until it was amended on July 20, 2018 by City Manager Ruffin Hall, and remained effective until December 10, 2019, when it was further amended by City Manager Ruffin Hall. Exhibit 3 is a genuine copy of the March 16, 2010 Departmental Operating Instruction 1106-07. Exhibit 4 is a genuine copy of the July 20, 2018 Departmental Operating Instruction 1106-07. Exhibit 5 is a genuine copy of the December 10, 2019 Departmental Operating Instruction 1106-07.

7. Raleigh Police Departmental Operating Instructions 1100-01, 1104-07 and 1106-07 are official public records required to be made available for release pursuant to N.C.G.S. § 132-1. Departmental Operating Instructions 1100-01, 1104-07 and 1106-07 are posted and made available to the public on the City of Raleigh website:

<https://cityofraleigh0drupal.blob.core.usgovcloudapi.net/drupal-prod/COR23/RPDWrittenDirectives.pdf>.

I declare under penalty of perjury that the foregoing is true and correct.

This the 18<sup>th</sup> day of January, 2022.

  
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William H. Nordstrom  
Accreditation Sergeant  
City of Raleigh

Civil Action No. 5:21-CV-00491-BO

Plaintiff,

CITY OF RALEIGH.

Defendant.

## CERTIFICATE OF SERVICE

all counsel of record as shown below:

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